

(b) Employees who begin a leave on Monday shall be paid for the preceding Saturday and Sunday. Employees who begin a leave on Tuesday or other week day which immediately follows a council-approved holiday, or who return from a leave on the day immediately following such a holiday, shall be paid for that holiday. Saturdays, Sundays, off-days and holidays which come during a leave without pay shall be without pay, as also shall Saturdays, Sundays and off-days which terminate a leave.

(c) If an employee returns to work before his leave expires, the employee's department director shall notify promptly the human resources department in writing, and, furthermore, the employee's department director will notify the human resources department in writing if an employee fails to return on the working day next following the end of this leave. Failure to return within three days from a leave shall be taken as evidence of a resignation without notice.

(d) In time of war or emergency, an employee who serves in the uniformed military forces of the United States shall be granted a military leave without pay but shall be eligible for reinstatement to his former position only if he is able to present to the civil service commission a certificate of honorable discharge within 90 days after his discharge, is physically and mentally qualified for reinstatement, and if his services with the military forces began at or about the time he left the city's service therefor. If and when he is reinstated, he shall receive full seniority credit for the time he was absent for military service. Physical or mental incapacity to perform his former duties shall not make him ineligible for placement in some other work provided he is qualified therefor.

(e) The mayor is hereby authorized to implement a voluntary leave of absence without pay program and to develop procedures for voluntary leaves consistent with section 14-172(a) through 14-172(d) of this chapter. Any such voluntary leave of absence without pay shall be appropriately noted on each affected employee's attendance records and will in no way be regarded as an unauthorized absence or a disciplinary action, nor shall such leave affect the employee's accrual

of sick and vacation leave or eligibility for health insurance benefits. No employee's base pay or salary, as that term is defined in Art. 6243g(2)(b) Tex. Rev. Civ. Stat. Ann., shall be deemed to be reduced by the application of this subsection 14-172(e) to such employee.

(Code 1968, § 12-172; Ord. No. 88-581, § 1, 4-13-88; Ord. No. 96-1290, § 18, 12-4-96; Ord. No. 05-91, § 1, 1-25-05)

Sec. 14-173. Outside employment of employees.

The commission will not permit any member of any department to contract for, or be engaged in, any work of any kind after regular working hours for compensation, unless specifically authorized to do so by his department director, and under no circumstances will the department director approve a request permitting a member of his department to hold a full-time or part-time position which would deprive another from regular employment. The department director will be required to maintain in his office a permanent record of all outside employment which has been authorized.

(Code 1968, § 12-173; Ord. No. 05-91, § 1, 1-25-05)

Secs. 14-174—14-181. Reserved.

DIVISION 15. RULE 15. DISCIPLINARY ACTIONS GENERALLY*

Sec. 14-182. Removal; demotion; suspension.

(a) A department director may terminate, demote, reduce in pay or temporarily suspend for any period of time any non civil service employee in his department (or division), which action shall not be subject to appeal or review by the commission.

(b) A department director may, for just cause, indefinitely suspend, demote, or reduce in pay, any civil service employee in his department (or division) which action shall be subject to appeal and review by the commission pursuant to the authority vested in it by the Charter and these rules.

*Charter reference—Removal of employees, Art. Va, § 3.